

ROUTING AND TRANSMITTAL SLIP			Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Mary Jo		
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	For Concurrence	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

No written response  
required. Just file

DO NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

**ROUTING AND TRANSMITTAL SLIP**

Date **27 JULY 87**

To: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF LOGISTICS	<i>Q</i>	<i>28/7</i>
2. <i>DDI</i>	<i>W</i>	<i>7/30</i>
3. <i>EQH</i>	<i>WHL</i>	<i>7/29</i>
4. <i>Suspense file</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	For Concurrence
As Requested	For Correction	Prepare Reply
Disapprove	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

#1 - FOR ACTION, AS APPROPRIATE.

SUSPENSE: <sup>22</sup>  
24 AUGUST 1987

*Let to RECD for action to be coordinated with FMO*

DO NOT use this form as a RECORD of approvals, concurrences, dispatch, clearance, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
ADDA	Phone No.

5010-102

★ U.S. GPO: 1986-461-947/40812

OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27



General Services Administration  
National Capital Region  
Washington, DC 20407

87-1563x

OLJ  
FIN

122 JUL 1987



Dear Mr. Donnelly:

This letter is to remind you that requests for reimbursable work to be charged to current year appropriations must be submitted to the General Services Administration (GSA) in time to allow complete processing prior to September 30, 1987.

Near the end of each fiscal year, GSA experiences a sharp increase in the number of Reimbursable Work Authorizations (GSA Form 2957) submitted for major reimbursable alteration projects. For these Reimbursable Work Authorizations to constitute valid current year obligations of the requesting agency, the following conditions must be met:

1. The GSA Form 2957 must contain a sufficiently detailed scope of work, including the location, type and amount of work, and the required completion date. If plans, drawings, or other materials are essential for a complete and accurate scope of work, they must accompany the GSA Form 2957.
2. The GSA Form 2957 must be fully processed, including completion of the request, estimate, and certifications sections, and it must be entered into the GSA accounting system prior to the fiscal year closing.
3. Projects which are accepted into the GSA accounting system in the current year for completion in a future year must be actively pursued to completion.
4. For major alterations requiring design work in order to determine a firm fixed price estimate for construction and supervision of the project, GSA Form 2957 may be for design work only. In such cases, a GSA Form 2957 will be required from the requesting agency to fund the estimated costs of construction and supervision of the project when such costs are determined.
5. GSA Form 2957 may be processed in the current year if a requesting agency is citing multiple-year or no-year appropriations as a source of funding and so certifies in Block 14 and if the work can be started within the year(s) the funds are available to the requesting agency for obligation.

In order to be responsive to your current fiscal year requirements, major alteration requests must be submitted to GSA by Monday, August 24, 1987.

Sincerely,



Lewis M. Pearson  
Assistant Regional Administrator For  
Real Property Management and Operations

Mr. Wm. F. Donnelly  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505